

**14 MAY 2003**

***Housing***

**UNACCOMPANIED DORMITORY  
POLICIES/INSTRUCTIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This is a new United States Air Force Academy (USAFA) Instruction. This instruction implements AFD32-60, *Housing*, and references AFI32-6005, *Unaccompanied Housing Management, as well as* AFI32-6005 USAFA Supplement 1, *Unaccompanied Housing Management and Operations*. These instructions outline responsibilities for the United States Air Force, and the Unaccompanied Housing (UH) residents.

***SUMMARY OF REVISIONS***

This is the first issuance of this publication.

**1. Air Force Responsibilities:**

**1.1. Consolidated Dormitory Management:**

1.1.1. The Air Force Academy utilizes the Consolidated Dormitory Management (CDM) concept as outlined in AFI32-6005, paragraphs 5.2. and 5.4.

1.1.2. The dormitory manager's office is Room 109B in dormitory 5223, DSN 333-4229.

1.1.3. The responsibilities of the consolidated dormitory manager include all phases of dormitory management for the installation.

**1.2. Dormitory Advisory Council:** The Dormitory Advisory Council consists of dormitory residents. The council advises and recommends adoption of standards governing the appearance of public and personal areas and the conduct of the residents as it affects these areas. The council meetings are held periodically as determined by the residents, dormitory manager, first sergeant or commander.

**1.3. Quarters Improvement Committee:** The Quarters Improvement Committee meets semi-annually in the 10th Mission Support Group (MSG) Conference Room. The committee is chaired by the 10 MSG Commander. This committee is established so dormitory representatives may voice their

concerns on living conditions in the dormitories, be informed of dormitory improvements and facility projects. Each unit is highly encouraged to have a representative attend. The date for the meeting will be posted on the first floor bulletin board.

#### **1.4. Room Inspections:**

1.4.1. Unit commanders and first sergeants retain the responsibility to perform room inspections, assign bay orderlies, and participate in the Quarters Improvement Committee. The focus for dorm inspection is safety and health as defined in Attachment 2 of AFI32-6005. **Attachment 1** of this instruction, *Items of Concern for Room Inspections*, outlines the policy for inspections at this installation. Inspections may be scheduled or unscheduled. USAFA Form 60, **Dormitory Room Inspection**, will be used to record each room inspection. These forms are available in the dormitory management office.

### **2. The USAF Academy Airman Dormitories will provide:**

#### **2.1. Maintenance and Repair:**

2.1.1. The Base Civil Engineer has primary responsibility for ensuring maintenance is performed. Residents requesting maintenance should use the following procedures:

2.1.2. Monday through Friday, 0700-1600, residents should contact the dormitory manager.

2.1.3. Nights, weekends, and holidays, residents should contact CE at ext. 3-2790.

2.1.4. When contacting CE during off hours, residents need to be aware that CE will only respond to true emergency situations such as problems with heating, lighting, water, plumbing, safety, etc.

2.1.5. Residents are to inform the dormitory manager the following duty day of the problems reported and if they were completed. The dormitory manager will follow up on any unresolved problems.

#### **2.2. Maintenance of Appliances:**

2.2.1. Residents that notice a government-supplied appliance in the laundry room, day room or resident room is in need of repair are to inform the dormitory manager.

2.2.2. The dormitory manager will ensure that the proper repair section is contacted.

#### **2.3. Refuse Collection, Disposal, and Recycling:**

2.3.1. Dumpsters are provided for disposal of refuse.

#### **2.4. Pest Control:**

2.4.1. Monday through Friday, 0700-1600, residents should contact the dormitory manager.

2.4.2. Nights, weekends, and holidays residents should contact CE at ext. 3-2790.

#### **2.5. Fire and Police Protection:**

2.5.1. Monday through Friday, 0700-1600, residents should contact the dormitory manager.

2.5.2. In case of emergency, dial 333-3911 for USAF Academy assistance.

#### **2.6. Removal of Dead Animals:**

2.6.1. Base Civil Engineering will dispose of dead animals found on base.

2.6.2. Monday through Friday, 0700-1600, residents should contact the dormitory manager.

2.6.3. Nights, weekends, and holidays, residents should contact CE at ext. 3-2790.

2.6.4. Additional information regarding dead animals is posted on the bulletin board in the main lobby of each dormitory.

**2.7. Access when a lockout occurs:**

2.7.1. The dormitory manager has a master key to all rooms.

2.7.2. If a resident is unable to contact the dormitory manager during regular duty or non-duty hours, the resident can call the security police desk sergeant at extension 3-2000 and they will respond.

**2.8. Useful Telephone Numbers:**

2.8.1. Useful telephone numbers are at [Attachment 2](#), *Useful Phone Numbers*.

**3. Resident Responsibilities:**

**3.1. Receipt for USAFAI32-6005:**

3.1.1. Each unaccompanied housing resident will acknowledge receipt and understanding of these instructions by completing [Attachment 3](#), Receipt of USAFAI32-6005.

**3.2. Resident's Room:**

3.2.1. Keep room reasonably clean to avoid insect and vermin infestation.

3.2.2. Lock doors and personal closets when room is not occupied.

3.2.3. Ensure room is in inspection order prior to departing on leave, TDY, etc.

3.2.4. Ensure the refrigerator is kept clean.

3.2.5. Ensure all pictures, posters or wall displays are in good taste and attached in a manner that does not damage the wall. Offensive material, such as nude photographs or posters, will not be displayed. Fish netting, parachutes, macramé, hemp-type materials or other combustible decorations are prohibited because they significantly increase the fire danger.

3.2.6. Any decals placed on ceilings, walls, windows, refrigerator, closets, cabinets, doors, etc., are to be removed upon termination of residency in the dormitory. Residents will be held responsible for any damage as a result of these decals.

3.2.7. Ensure lights are in working condition and replace bulbs as needed. Fluorescent bulbs for government furnished fixtures are furnished by the government and may be obtained from the dormitory management office. All other bulbs are to be furnished by the occupant.

**3.3. Trash and Garbage:**

3.3.1. Place trash and garbage in the dumpsters provided.

3.3.2. Do not place any large items in the dumpster, i.e. furniture, appliances, computers, car parts.

3.3.3. All trash and garbage is to be taken to the dumpsters. Do not place trash in the halls, hall trashcans, day rooms, stairwells, or picnic area. Identifiable personal trash found in the common

areas will be returned to the owner's room, and your commander or first sergeant will be informed.

### **3.4. Dormitory visitors and quiet hours:**

3.4.1. Dormitory residents and guests must be properly dressed when in the common areas of the dormitories. The sponsor is responsible for the conduct and actions of the guest at all times; a guest will not be left alone (unaccompanied) in the dormitory.

3.4.2. Dormitory quiet hours will be between the hours of 2300-0600 on weekdays and 2400-0600 on weekends.

### **3.5. Noise:**

3.5.1. Refrain from creating excessive noise.

3.5.2. Radios, televisions, cassettes or CD players should be played at a volume that does not disturb other residents. Speakers may not be placed or played outside rooms without the prior approval of the resident's commander or first sergeant and dormitory manager.

### **3.6. Smoking:**

3.6.1. If a smoker and a non-smoker are assigned adjacent rooms, the preference of the non-smoker prevails.

3.6.2. Smoking is not allowed in resident bathrooms, common areas and common area bathrooms. Common areas include: day rooms, hallways, stairwells, laundry rooms, storage rooms, and computer rooms.

### **3.7. Underage Drinking:**

3.7.1. Possession or consumption of alcohol if under the age of 21 is prohibited.

3.7.2. Providing alcohol to any minor under the age of 21, or allowing anyone under 21 to drink in the dormitories is illegal and punishable under the Uniform Code of Military Justice (UCMJ).

### **3.8. Utilities:**

3.8.1. Conservation of utilities is expected.

3.8.2. Lights and electrical appliances will be turned off when not needed.

3.8.3. Please consider energy efficiency when purchasing electronic equipment.

3.8.4. The last person using the day room will turn off all lights and the TV.

3.8.5. Turn off all electrical equipment (except clocks and refrigerators) when leaving.

3.8.6. Ensure extension cords meet UL ratings, and are disconnected when not in use. Extension cords must not be placed through walls, floors, ceilings or doorways. Flexible cords used for heat-producing items, such as coffee pots or microwaves, may not be longer than 10 feet

### **3.9. TV Cable Service:**

3.9.1. Basic cable service is provided to each resident at government expense.

3.9.2. Upgrade cable service is at the expense of the resident and can be obtained through the local cable company.

3.9.3. Satellite dishes are not authorized.

**3.10. Telephone Service:**

3.10.1. Individual room telephone service is at the expense of the resident.

3.10.2. A public phone is located in each day room, each dorm, with the capability of on/off-base service. Residents can use their personal phone card for long distance calls.

3.10.3. Do not use the dorm government-issued phones for Defense Switching Network (DSN) or government-paid long distance calls.

**3.11. Government Property:**

3.11.1. Government-owned washers and dryers are not to be used for area rugs and other heavy items.

3.11.2. Do not remove any government furniture from your room. There is storage available for personal furniture you were authorized to ship. Contact the dormitory manager for guidance on storing personal furniture.

**3.12. Bed Linens:**

3.12.1. Bed linens are issued to residents upon arrival and are returned to the dormitory manager's office prior to departure. These linens include a bedspread, blanket, flat sheet, fitted sheet, mattress cover, pillow, and pillowcase.

3.12.2. All items are laundered by the residents except the bedspread. Bedspreads are commercially laundered and should be exchanged on a quarterly basis.

3.12.3. Residents are responsible for their linens until departure.

3.12.4. Individuals who wish to use personal linen may return all or any item of government-issued linen to the dormitory manager.

**3.13. Keys:**

3.13.1. To replace a lost room key, the resident would contact the dormitory manager to originate a DD Form 362, **Statement Of Charges/Cash Collection Voucher**.

3.13.2. The resident will then take the completed DD Form 362 to CE Financial Management in Building 8120 and pay \$5.00 for losing the key. CE management will sign the bottom of the form and return it to the resident. The resident then takes the signed form to the dormitory management office, and a new key will be issued.

3.13.3. Dormitory management must have the signed DD Form 362 to issue a new key.

**3.14. Storage:**

3.14.1. Dormitory 5223 has one storage locker per room located in the first floor storage rooms. Dormitories 5222 and 5224 have two storage lockers per room located on the second and third floors. The lockers are numbered to correspond to resident's room numbers.

3.14.2. Bicycle lockers and motorcycle lockers are located outside the dormitories. Keys for these lockers will be issued and signed for in the dormitory management office.

3.14.3. All abandoned personal items in the dormitory common areas or outside the dormitories will be turned over to the security police investigative section for disposal.

### 3.15. Reporting:

3.15.1. Report unsafe or hazardous conditions.

3.15.2. Personnel observing unsafe or hazardous conditions, vandalism or destruction of any building property in or around the dormitories must report such conditions immediately to the dormitory manager, first sergeant or security police. If a resident wants to remain anonymous do so by leaving a message on the dormitory manager's phone or leaving an unsigned note under the door. Simply state what was seen, when it was seen, and give the name of the responsible individual. The occurrence will be brought to the attention of the individual's first sergeant.

3.15.3. If a resident notices an unsafe or hazardous condition, an AF Form 457, **USAF Hazard Report**, should be filled out and turned in to the dormitory management office. AF Form 457 is located next to the first floor bulletin board.

**4. Prohibited Items/Activities** . The following items or activities are specifically prohibited in the dormitories:

4.1. No hot plates are allowed in the dormitory rooms.

4.2. Cooking appliances are prohibited except for coffee pots, hot air popcorn poppers, small electrical George Foreman, or similar type, kitchen grills and microwaves.

4.3. Firearms, air rifles, gas guns, ammunition, firearm silencers, blackjacks, bombs, machine guns, shotguns, short rifles, metallic knuckles; gravity knives and switchblade knives are specifically prohibited. Residents may not possess, own or store any of these items in the dorms. Contact security forces for procedures on storing firearms.

4.4. Fireworks, explosives, or any other incendiary device (or parts thereof); combustible, flammable liquid or material, bows, crossbows, arrows, quarrels, blowguns or any similar items are strictly prohibited.

4.5. Machetes, any dagger, dirk knife or stiletto with a blade over three and one-half inches in length, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds. Brass knuckles, throwing stars or any other instrument of offensive or defensive combat, slingshots, spears, swords, or any similar items are strictly prohibited.

4.6. A hunting or fishing knife carried for sports use is permissible provided it is not used as a weapon to cause bodily harm or destruction of property. Blunted decorative spears, swords or daggers properly displayed on a mount attached to the wall are permissible.

4.7. Individual charcoal and gas grills are prohibited.

4.8. Open flames, including candles and burning incense, are prohibited.

4.9. Do not smoke in bed or place smoking materials or combustible items in trashcans.

4.10. The use of electrical plugs with multiple receptacles is prohibited.

4.11. Removing, relocating, tampering with or disabling fire detection or protection equipment. If this equipment is disabled for **any reason**, contact the fire department at 911 immediately.

- 4.12. Day room furniture, microwaves and TV/VCRs are for the use and enjoyment of all residents. Do not remove any of the items from the day rooms.
- 4.13. Car and motorcycle parts are not allowed in the dormitory.
- 4.14. NO PETS of any kind are allowed in the dormitories.
- 4.15. No guests are allowed in dormitory resident rooms from 2300-0600 daily.

## **5. Assignment and Termination of Dormitory Room:**

### **5.1. Assignment to Rooms:**

5.1.1. Dormitory management will attempt to maintain unit integrity and assign residents to the dormitory where the majority of their organization's personnel live.

5.2. **New arrivals:** Issue hospitality room key to his or her sponsor. Inform the sponsor to bring the resident to the dormitory management office the next duty day at 0730 to be issued his or her permanent room key. Dorm management will inspect the hospitality room as well as the new room that he or she will be moving into.

#### **5.2.1. AF Form 228:**

5.2.1.1. The dormitory manager will indicate the condition of the room and the government items by making annotations on the AF Form 228, **Furnishings Custody Receipt and Condition Report**.

5.2.1.2. The resident will sign for all government items in the room on the AF Form 228.

5.2.1.3. Residents are provided a copy of the AF Form 228 to verify any preexisting damages so they are not held liable upon termination.

### **5.3. Military Family Housing:**

5.3.1. Individuals who are assigned to Military Family Housing, but are placed in the dormitory by their first sergeant due to marital difficulties, will only be allowed a maximum stay of 1 week.

5.3.2. If the individual remains in the dormitory for longer than 1 week, the process to begin termination of Military Family Housing entitlement will be initiated.

5.3.3. If the individual desires to live in the dorms, the individual must initiate a hardship request to live in the dorms.

5.3.4. The dorm manager will give the individual a sample format letter to be used as a guide.

## **6. Room Termination:**

6.1. At termination of residency, an inspection of the room will be completed. Damage beyond normal wear and tear, which was not annotated on the initial AF Form 228 by the resident, will be noted. The resident will be required to make arrangements to pay for damage or missing government items. The dormitory management office will inform the resident of the correct procedure for reimbursing the Air Force.

**7. Clearing of Residency:** The resident will be officially cleared out of the dormitory room after accomplishing the following:

- 7.1. The room is cleaned to the standards in the termination cleaning instructions at Attachment 4, *Termination Cleaning Instructions*.
- 7.2. All arrangements for government reimbursement have been made.
- 7.3. All originally assigned government furniture is neatly set up in the room.
- 7.4. All assigned linen is returned to the dormitory management office.
- 7.5. All personal property is removed from the assigned room storage locker(s), motorcycle and bicycle lockers.
- 7.6. All dormitory keys are returned to the dormitory management office.

**8. Adopted Forms:** USAFA Form 60, **Dormitory Room Inspection**. DD Form 362, **Statement Of Charges/Cash Collection Voucher**. AF Form 457, **USAF Hazard Report**. AF Form 228, **Furnishings Custody Receipt and Condition Report**.

THOMAS F. HAYDEN III, Col, USAF  
Commander, 10th Civil Engineer Squadron

**Attachment 1**

**ITEMS OF CONCERN FOR ROOM INSPECTIONS**

1. Are names on the door?
2. Are beds neatly made?
3. Is the carpet vacuumed, free of surface soil, unsightly spots and stains?
4. Is the room arrangement neat and orderly?
5. Are boxes, luggage, seasonal items, etc., stored in storage lockers?
6. Are pictures and posters properly hung and not objectionable?
7. Are all clothes and personal items hung in lockers or placed in drawers?
8. Is dirty or soiled clothing stored in a laundry bag or other suitable containers?
9. Is all furniture clean and free of dust?
10. Is the refrigerator clean and sanitary?
11. Are appliances clean?
12. Are windows clean?
13. Are window ledges dusted and clean?
14. Are walls, ceilings, doors, baseboards and registers clean and free of dust or smudges?
15. Are blinds clean and in good condition?
16. Are wardrobes clean and locked?
17. Are books, disks, and knick knacks neatly arranged?
18. Are ashtrays and wastebaskets empty, clean and are plastic bags in wastebaskets?

**Attachment 2****USEFUL PHONE NUMBERS****URGENT NUMBERS**

Emergencies	911
Airman Dormitory Office	333-4229
Airman Dormitory Office Fax	333-7879
Fire Prevention Office	333-2473
Housing Office	333-2100
Housing Office Fax	333-2458
Maintenance and After Hours Service Calls	333-2790
Red Cross	333-5075
Security Forces	333-2000

**SERVICES**

Air Force Aid Society	333-3444
Air Academy Federal Credit Union	472-1850
Air Academy National Bank	472-1090
Airman Dining Hall (High Country Inn)	333-4730
Base Exchange	472-0861
Bowling Lanes	333-4709
Chapel, Community Center	333-3300
Commissary Hours	333-2329
Country/Self Help Store	333-3776
Dental Clinic	333-5028
Enlisted Club	333-4377
Gym, Community Center	333-4522
Hospital Information (USAFA)	333-5111
ITT	333-4475
Legal Office	333-3940
Library, Community Center	333-4665
Military Locator	333-4262
Pass and ID	333-3328
Post Office, Community Center	472-0510
Recreational Center	333-4356
Recycling Center	333-4691

10 CES/CEHD (Dorms)  
5223 Cedar Drive, Suite 109B  
USAF Academy CO 80840-3250

10 CES/CEH (Housing Office)  
6556 Columbine Drive  
USAF Academy CO 80840-2516

**Attachment 3**

**RECEIPT OF USAFAI32-6005**

DEPARTMENT OF THE AIR FORCE  
10TH MISSION SUPPORT GROUP  
USAF ACADEMY, COLORADO

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(DATE)

MEMORANDUM FOR 10 CES/CEHD

FROM: \_\_\_\_\_  
(Print Name, Building Number, Room Number)

SUBJECT: USAFA Instruction 32-6005

I acknowledge receipt and understanding of USAFA Instruction 32-6005 and will comply.

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(Signature)

**Attachment 4****TERMINATION CLEANING INSTRUCTIONS**

1. Per AFI 32-6005, paragraph 1.4.6., occupants shall be held liable for loss or damage to housing equipment or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. 2275).

2. The following instructions must be complied with prior to moving out of a room:

a. Carpet: Vacuum entire area and remove any stains.

b. Entrance Tile: Must be free of all debris and stripped if wax is built up, to include underneath the refrigerator.

c. Bathroom: All wall tile wiped down. Floor mopped and stripped, all scuffmarks removed. All stains removed. Shower stall and glass enclosure (inside and out) must be cleaned. The commode should be completely cleaned inside and out. The sink, medicine cabinet, mirror, counter top and under the sink, cleaned.

d. Refrigerator: Cleaned (inside and out), to include the seal around the door.

e. Furniture: All drawers must be empty, dusted and cleaned. Wardrobes must be empty and clean. Vacuum cleaner must be clean and a new bag installed. Bags can be obtained at the dorm office. The fan and stepladder cleaned and stored in the wardrobe closet.

f. Blinds: Cleaned and dust free. Window ledges must be wiped off.

g. Walls, Ceilings, Cabinets, Doors: Remove all nails, hooks, screws, pictures, posters, decals, etc. Remove all marks from walls. Wipe heat vents and registers.

h. Lights: Make sure all lights are clean and have working light bulbs, to include ceiling, bathroom, kitchen, and lamp lights. Bulbs can be obtained in the dorm office.

i. Linens: All linens should be washed and folded. DO NOT wash the bedspread. The linens should be returned to the dorm office, the bedspread left on the bed.

3. All maintenance problems in the room (electrical, heating, plumbing, etc.) should be reported at time of occurrence but not later than termination.